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ABSTRACT

The major categories and subcategories of the information needs of disadvantaged adults are listed. The list was compiled by the Appalachian Adult Education Center (AAEC) in its research and demonstration projects and by consultants to the center from other projects working with adult information needs. The list can be used 1) to assess library collections of materials in life coping skills areas; 2) to select materials for adults in coping skills areas; and 3) to develop materials to meet the information needs of disadvantaged adults. The AAEC has used the list as the categories for a bibliography of print and non-print materials. Major categories of the list are: advocacy, aging, children, community, consumer economics, education, family, health, housing, insurance, jobs, leisure, relating to others, relocation skills, self, taxes and transportation. (Author/SL)

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LIFE COPING SKILLS CATEGORIES AND SUB-CATEGORIES

Areas of the Information Needs of Disadvantaged Adults

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LIFE COPING SKILLS CATEGORIES AND SUB-CATEGORIES

Areas of the Information Needs of Disadvantaged Adults

This is a list of the major categories and subcategories of the information needs of disadvantaged adults, as determined by the Appalachian Adult Education Center in its research and demonstration projects, and by consultants to the center from other projects working with adult information needs. The list can be used (1) to assess library collections of materials in life coping skills areas; (2) to select materials for adults in coping skills areas; and (3) to develop materials to meet the information needs of disadvantaged adults. The Appalachian Adult Education Center has used the list as the categories for a bibliography of print and non-print materials.

LIFE COPING SKILLS CATEGORIES AND SUB-CATEGORIES

Areas of the Information Needs of Disadvantaged Adults

ADVOCACY

- Arrests
- Civil Rights
 - Bill of Rights
 - Civil Rights Movement
 - Legal Rights Under the Law
 - General
- Consumer Rights (See Consumer Economics: Consumer Rights)
- Legal Aid

AGING

- Aging Process
 - Emotionally
 - Mentally
 - Physiologically
- Burial Insurance (See Insurance: Burial Insurance)
- Care of the Aged in the Home
- Death
- Funerals
- Nursing Homes and Rest Homes
- Programs, Organizations, and Agencies for the Aging
 - Medicare (See Health: Health Cost Medicare)
 - Social Security (See Insurance: Social Security)
 - Other
- Retirement
 - Activities and Recreation
 - Benefits
 - Education
 - Employment (See also Jobs: Occupational Information)
 - Housing
 - Planning
- Wills

CHILDREN

- Adolescence
- Adoption

Babysitting
Birth and Genetic Defects (See Health: Birth and Genetic Defects)
Breast and Bottle Feeding
Child Abuse
Childbirth (See Health: Childbirth, Labor, Midwifery)
Child Development
Child Health Care (See also Health: Disease Information)
(See also Health: How to Select and Obtain Health Services)
Child Rearing
Development of Verbal Skills
Discipline
Drop-Out Prevention
Emotional Problems in Children (See also Health: Mental Health)
(See also Family: Conflict)
(See also Family: Crisis)
Foster Care
Gifted Children
Playing with your Children
Premature Babies
Prenatal Care (See Health: Prenatal Care)
Raising Children Alone
Retarded Children (See also Health: Retardation Prevention)
(See also Health: Prenatal Care)
Selection of Child Care Facilities
Sex Education (See also Family: Sexual Relations)
Success and Failure in School
Teaching Children to Handle Emergencies (See also Family: Safety Planning)

COMMUNITY

Censorship
Citizenship: Naturalization
Citizen's Responsibilities
Community Organizations (See Community: Organizations, Resources, Services)
Community Projects
Jury Duty
Public Office
Social Action
Voting, Vote Buying
Community Hazards
Community Organizations, Resources, and Services
Child Services
Churches
Employment
Fire
Legal Aid (See Advocacy: Legal Aid)

- Licensing Bureaus
- Police
- Public Health
- Public Library Services
- Referral Services
- Schools
- Volunteers
- Water
- Welfare, (See also Consumer Economics: Food Stamps)
- Dealing with Police
- Emergency Services
 - Disaster Action
 - Red Cross
 - Salvation Army
 - Telephone Hot Lines
- Ethnic Centers and Groups
- Government: Local, State, National
- How to Participate In and Use the Democratic Process
- Juvenile Delinquency
- Keeping Informed: Media, TV, Radio, Newspapers, Magazines
- Military Service
- Parliamentary Procedures
- Re-entry from Institutions
 - Corrections
 - Sanatoria
 - Veterans
- Social Problems of the Community
 - Busing
 - Crime
 - Environment, Ecology (See also Health: Pollution)
 - Street Safety
 - Zoning
- Street Gangs

CONSUMER ECONOMICS

- Advertising
- Auctions
- Bankruptcy
- Banks and Banking
 - Checking
 - Savings
- Bartering
- Buying Guides

- Car Buying: New and Used
- Comparison Buying: Values in Purchasing
 - Appliances
 - Clothing (See also Family: Home Management Care of Clothing)
 - Drugs
 - Food
 - Furnishings and Accessories
- Consumer Magazines
- Consumer rights: Gypping
- Counterfeits
- Credit Bureaus
- Credit Unions
- Discount Store Buying
- Farm Equipment Purchases
- Food Stamps (See also Community: Community Organizations, Resources, Services; Welfare)
- Fraud
- Garnishments
- Housing Repair and Maintenance (See Housing: Maintenance & Repairs)
- Interest Rates
- Investing Money
- Land Buying and Selling
- Loans: Borrowing Money
 - Easy Credit
 - FHA Loans
 - Juice Rackets
 - Loan Companies
 - Mail Order Loans
- Mail Order Catalog Buying
- Money Management
 - Budgeting
 - Charge Accounts
 - Credit Cards
 - Installment Buying
 - Rebates
 - Retail Processes
- Warranties and Guarantees

EDUCATION

- Career Planning (See Jobs: Career Planning)
- Educational Institutions
 - Colleges and Universities
 - Community Colleges
 - Vocational and Technical
- Finding A Job (See Jobs: Finding a Job)
- How to Apply to Educational Institutions
- How to Study
- How to Take A Test

Locating Information

Self-Education

Education Credit for experience

Educational Loans, Scholarships, and Assistance Programs

Educational Programs for Adults

G.E.D., High School Equivalency Diploma

FAMILY

Brothers and Sisters: Sibling Relationships

Care of the Aged in the Home (See Aging: Care of the Aged in the Home)

Common Law Marriages

Death, Funerals & Wills (See Aging: Death)

(See Aging: Funerals)

(See Aging: Wills)

Divorces and Separations

Extended Family: Cousins, Uncies, Grandparents, etc.

Family Conflict (See also Children: Emotional Problems in Children)

Family Crisis

Family Recreation (See Leisure: Recreation, Family)

Handling Close Personal Relationships, i.e. Intimacy

(See also Relating to Others: Handling Intimacy)

Home Health Care (See Health: Home Health Care)

Home Management

Budgeting (See Consumer Economics: Money Management Budgeting)

Care of Clothing

Decorating

Food Preparation: Canning, Freezing, Cooking

Furnishing

Home Gardening: Flowers and Vegetables

House Cleaning

Remodeling (See Housing: Remodeling)

Identifying Strengths and Weaknesses in the Family

In-Laws

Marriage Roles

Safety Planning

Fires

Home Accidents, Poisons, etc.

Tornadoes (See also Community: Emergency Services)

Sexual Relations

Unwed Parents

Working Women (See Jobs: Working Women)

HEALTH

Aging (See Aging: Aging Process)

Alcoholism

Birth & Genetic Defects

Black Lung (See Chronic Disease Respiratory)

Childbirth, Labor, Midwifery

Chronic Diseases

Arthritis

Cancer

Diabetes

Heart

Hypertension

Respiratory

Death (See Aging: Death)

Dental Care

Disease Information (See also Health: Chronic Diseases)

Disease Prevention

Cancer (See also Health: Smoking)

Heart Disease

Immunization, Innoculation

Respiratory Disease

Drug Abuse

Exercise

Faith Healing

Family Planning

Abortion

Birth Control

Fertilization and Sterility

Sterilization

First Aid

Generic Drugs and Laws

Handicapped, Mental and Physical

Health Costs

Doctors

Hospital

Medicaid

Medical Assistance (See Community: Community Organizations, Resources & Services:
Welfare

Medicare

Private Health Insurance (See Insurance: Health Insurance)

Home Health Care

Home Remedies, Medicinal Herbs

How to Select and Obtain Medical Services

Dental

Doctors

Emergency

Hospitals

Medical Clinics (See also Community: Community Organizations, Resources & Services:
Public Health

Mental

How to Talk with A Doctor

Insect Control

Menopause

- Mental Health (See also Children: Emotional Problems in Children)
- Nutrition
- Old Wives' Tales
- Patent Medicines: Over the Counter Medicines
- Personal Hygiene (See also Self: Personal Care and Grooming)
- Physiology and Anatomy (See also Health: Preserving your Health)
- Physiology of Lifting
 - Back Problems
 - Hernias
- Pollution (See also Community: Social Problems of the Community Environment, Ecology)
- Prenatal Care (See also Children: Premature Babies)
- Prescriptions
- Preserving your Health
 - Sight
 - Hearing
 - General
- Quackery
- Rehabilitation
- Retardation Prevention (See also Children: Retarded Children)
- Sanitation (See also Community: Community Hazards)
- Smoking
- Storing Medicine (See Family: Safety Planning)
- Venereal Diseases
- Weight Problems
 - Diets
 - Overweight
 - Underweight
 - Weight-watching plans
- What to Expect at the Hospital

HOUSING

- Buying and Selling
- Decorating (See Family: Home Management Decorating)
- Fire Prevention (See also Insurance: Fire Insurance)
 - (See also Family: Safety Planning)
- Furnishings (See Family: Home Management Furnishings)
 - (See Consumer Economics: Comparison Buying Furniture & Accessories)
- Home Building
- Maintenance and Repairs
- Owner's Liabilities and Responsibilities
- Remodeling
- Renting
- Trailers
- Utilities

INSURANCE

- Burial Insurance
- Disability Insurance

Fire Insurance
Health Insurance
Homeowners Insurance
Life Insurance
Mortgage Insurance
Motor Vehicles Insurance
Private Pension Plans
Renters Insurance
Social Security
Workmen's Compensation (See Jobs: Workmen's Compensation)

JOBS

Agricultural Jobs
 Cooperatives
 Farming
 Land Use
 Sharecropping, Tenant Farming
 Woodland Management
Application Forms
Applying for a Job
Assessing Your Own Skills, Talents, and Interests
Career Planning
Child Care Facilities, Selection of (See Children: Selecting Child Care Facilities)
Civil Service Information
Distinguishing Between Good and Bad Jobs:
 Facilities, Fringe Benefits, Hours, Wages
Employee's Responsibilities
Employer's Responsibilities (See also Advocacy: Civil Rights)
Employment Agencies
Find a Job (See also Jobs: Career Planning)
 (See also Jobs: Occupational Information)
Holding a Job (See also Relating to Others: Getting Along with Others)
Job Discrimination (See also Relating to Others: Dealing with Discrimination)
 (See also Advocacy: Civil Rights)
Job Safety
Losing A Job (See also Jobs: Unemployment)
Occupational Information
Private Pension Plans (See Insurance: Private Pension Plans)
Seasonal Jobs
Social Security (See Insurance: Social Security)
Training and Re-training Programs (See also Education: Educational Institutions)
Unemployment
Unions
Upgrading on the Job (See also Jobs: Holding a Job)
Working Women
Workman's Compensation

LEISURE

- Astrology
- Cultural Activities: Music, Performing Arts, etc.
- Dancing
- Fortune Telling
- Gambling
- Games
- Handicrafts
- Hobbies
- Parks
- Playing with your Children (See Children: Playing with Your Children)
- Radio (See Leisure: TV-Radio-Movies)
- Recreation
 - Indoor
 - Outdoor: Camping, Fishing, Hunting, Swimming, etc.
- Sewing
- Sports
- TV-Radio-Movies
- Using Leisure Time Effectively
- Vacations

RELATING TO OTHERS

- Communication
 - Correct Speech Usage
 - Giving Directions
 - Listening
 - Public Speaking
 - Taking Directions
 - Use of Telephones
 - Writing letters, reports, etc.
- Entertaining
- Friendship
- Getting Along with Others, Interpersonal Relationships
 - Accepting Help
 - Dealing with Conflict
 - Dealing with Criticism..
 - Dealing with Discrimination
 - Dealing with Unwanted Advances
 - Fighting Fairly
 - Getting Acquainted
 - Helping Others
 - Meeting People
 - Working with Others
- Handling Intimacy (See also Family: Handling Close Personal Relationships)
- Listening to Others
- Love
- Manners and Etiquette
- Neighbors
- Respecting the Ideas and Beliefs of Others

Sexual Relations (See also Family: Sexual Relations)

Snortsmanship

Understanding Others

Attitudes

Culture

Ethnic Background

Religion

RELOCATION SKILLS

Church

Community Services (See Community: Organizations, Resources, Services)

Employment (See also Jobs: Finding a Job)

Establishing Credit

Food Shopping

Housing

Moving, Expenses, Methods

Neighbors (See Relating to Others: Neighbors)

Schools

SELF

Changing Yourself

Church Affiliation

Decision Making

Describing Feelings

Etiquette (See Relating to Others: Manners & Etiquette)

ESP

Ethnic Studies

Goal Setting, Planning, and Achievement

Living Alone

Meaning of Life

Personal Adjustment

Personal Care and Grooming (See also Health: Personal Hygiene)

Personal Ethics, Values, Morals, Standards

Personal Problem Solving

Self Esteem

Self Evaluation

Self Understanding

Sensitivity to Yourself and Others--How You Come Across

Suicide

Superstition

Understanding What Makes Me the Way I Am: Heredity and Environment

Women's Liberation Movement (See also Jobs: Working Women)

TAXES

Income Tax

City

Federal

State

Local Taxes

Sales Tax

Social Security (See Insurance: Social Security)

Unemployment (See Jobs: Unemployment)

Workmen's Compensation (See Jobs: Workmen's Compensation)

TRANSPORTATION

Car Pools

Defensive Driving

Driver's Licenses (See also Community: Organizations, Resources & Services: Licensing Bureaus)

Elevators

Highway Safety

Maps

Overnight Accommodations

Routing

Stations

Types of Transportation: Comparisons, Convenience, Fares, Repairs, General Information

Air

Bicycles

Boats

Buses

Cars

Hitchhiking

Motorcycles

Taxis

Trains